



Taney County Health Department
Board of Trustees Meeting
320 Rinehart Road, Branson, Missouri
June 27, 2024
2:30 PM

ATTENDANCE: Heather Burney, Chair
Beth Huddleston, Vice-Chair
Laurie Hayes, Secretary/Treasurer
Debbie Redford, Member
Jean Mueller, Member

EX-OFFICIO: Lisa Marshall, Director
Tiffany Stevens, Human Resource Coordinator
Erica Craig, Clinical Division Manager
Tammy Drake, WIC Division Manager
Kathryn Metzger, ECOT Manager
Rick White, Operations Coordinator (absent)

In Person Meeting

Call to Order

Heather Burney called the regular meeting of the Board of Trustees to order at 2:30 p.m. at the Taney County Health Department, Branson location.

Approval of Agenda

Motion to approve agenda as presented by Laurie Hayes and seconded by Debbie Redford. There was no discussion. The motion passes.

Guests: Chair, Heather Burney, introduced her guest, Matthew, who is a pre-pharmacy student at College of the Ozarks and is interning with Dr. Burney. The department introduced new staff to the board: Rylie Puckett, an environmental public health specialist; Samuel Durham, who has been introduced in the past and is a MPH intern and an environmental public health specialist; and Abbi Grimwood, an executive assistant.

Review of Minutes from May 2024

Motion to approve minutes for May 23, 2024 by Laurie Hayes and seconded by Beth Huddleston. There was no discussion. The motion passes.

Review of Financial Report by Lisa Marshall

A list of disbursements was provided to the board prior to the meeting. Director, Lisa Marshall, presented the list during the meeting and asked if the board had any questions.

Secretary/Treasurer, Laurie Hayes, asked if the department has heard the status of the financial reports from Elliot, Robinson & Company, LLP. Elliot, Robinson & Company, LLP continues to record accounts

receivable and accounts payable in the accounting software and is aware that the department needs financial reports from November of 2023 to current.

Vice-Chair, Beth Huddleston, asked if the department has an accountant on staff. The department does not have an accountant on staff. An accounting specialist from Elliot, Robinson & Company, LLP visits the department once a week to record financials.

Director, Lisa Marshall, provided an update of the annual audit. The department continues to communicate with Abacus CPAs, LLC, and the auditing company is communicating with the county auditor. The department anticipates that the audit will conclude in July.

Director, Lisa Marshall, asked the board if there are any financial documents they would like to see until the reports are ready. The board requested to view monthly bank statements.

Secretary/Treasurer, Laurie Hayes, asked if the department has an aging report for environmental billing. The department does not have an aging report to present due to the transition to the new environmental health inspection software, which has billing capabilities.

Member, Debbie Redford, asked if Secretary/Treasurer, Laurie Hayes, is bonded. Secretary/Treasurer, Laurie Hayes, is not bonded. The department contacted other local health departments and asked if members of their board are bonded and learned that it is not common. The department has contacted Higginbotham and the Missouri Center for Public Health Excellence (MOCPHE).

Director's Report by Lisa Marshall

Operations Update: Director, Lisa Marshall, provided the operations update. She informed the board that the garage renovation is ongoing and that the anticipated completion date has been pushed back a couple weeks, but the department anticipates that it will be completed in July. Walls, ceiling tiles, lighting, and cabinetry have all been installed. The previous outside entry to the garage has been converted to a window. Lisa invited the board to tour the garage after the meeting.

The department will be installing fencing around the storage building and has brought quotes for the board to review later in the meeting. Director, Lisa Marshall, informed the board that the department and contractor are working to ensure that the renovation does not exceed the prevailing wage.

Director, Lisa Marshall, commented that the department is going to finish the garage renovation before addressing the buckling of the flooring in the clinical break room of the Branson office. The department has been assured that there is not a concern structurally, as the buckling is believed to have been caused by where two materials were connected.

Director, Lisa Marshall, informed the board that the department has experienced issues with a couple water heaters and the water softener system at the Forsyth office location. A quote to replace two of the water heaters was displayed to the board. The quote does not require board authorization as the expense does not exceed \$5,000. The board was notified that quotes to replace the water softener system will be forthcoming, as the department anticipates the expense to exceed \$5,000. Member, Debbie Redford, inquired the age of the water softener system. The department does not believe that it is the original. Secretary/Treasurer, Laurie Hayes, asked if there is a reason that the department is installing residential water heaters rather than a commercial version. The department will need to ask Operations Coordinator, Rick White, who is absent from today's meeting.

Director, Lisa Marshall, added that the department sold the three large tents that were purchased during the pandemic. Lisa informed the board that several other items have been identified that the department would like for the board to declare as surplus and that a list will be presented at next month's meeting.

Foundational Public Health Services Gap Analysis: The Missouri Department of Health and Senior Services has requested for local public health agencies to complete the Foundational Public Health Services Gap Analysis, which will replace the DH-37 report. The DH-37 was required to be submitted to the state every year and was a local public health agency's annual financial report. Director, Lisa Marshall, reported that this analysis has been a time-consuming process and that many staff members have been working on it. Once it is completed, the intent is for the local public health agency to be able to determine how much it costs to provide health services to the local community. The local public health agency can then use the findings in local and state discussions.

Chair, Heather Burney, asked if the analysis is to be completed annually. Portions of the analysis are to be completed yearly.

DHSS 2024 Incentive Funding: Director, Lisa Marshall, informed the board that the Missouri Department of Health and Senior Services is offering incentive funding for fiscal year 2025 and displayed the deliverables the department must meet to qualify for the funding. One of the deliverables is for the department to complete and submit the Foundational Public Health Services Gap Analysis by September 17, 2024. Lisa commented on a couple deliverables that the board could assist with, including having a board member attend a national public health conference and/or having a board member attend the Joint Public Health Conference in September in Columbia, Missouri. The department will be sending members of staff to the conference in September.

Vice-Chair, Beth Huddleston, asked if the department knows the dates of the conference in September. The Joint Public Health Conference is from September 17th to September 19th.

Next Fifty Grant Update: Clinical Manager, Erica Craig, presented the Next Fifty Grant update. The department implemented the grant in April and has hosted three clinics to date. The department has hosted clinics in Cedar Creek, Protom, and Forsyth. The department has been able to screen approximately 40 individuals at these clinics and has been able to make referrals for any individuals who were determined to have high levels of cholesterol and/or A1C and anyone who had a high blood pressure reading. The department is conducting follow-up with the referred individuals to identify any possible barriers to care. Additionally, the department has provided several glucose monitors to participants.

Chair, Heather Burney, praised the department for including social determinants of health as part of the metrics.

Chair, Heather Burney, inquired about the average age of the participants. Individuals must be 50 or older to qualify for the grant and the department is prioritizing the age before Medicare eligibility.

Member, Debbie Redford, asked how the department is reaching residents in Cedar Creek. The department has been working in collaboration with Christian Action Ministries and other community partners.

Chair, Heather Burney, inquired about the length of the grant. The grant is for a single year.

Unfinished Business

There was no unfinished business.

New Business

FCB Account Signors: Director, Lisa Marshall, informed the board that in order for new Board Member, Jean Mueller, to be eligible to sign checks on behalf of the department, the bank needs a vote recorded in the minutes.

Motion to add Jean Mueller as a signor and to remove former Board Member, Robert Griffith, from the account by Debbie Redford and seconded by Laurie Hayes. There was no further discussion. The motion passes.

Administrative Policy Manual Update: Director, Lisa Marshall, presented the updated Administrative Policy Manual to the board for review. She reminded the board that the updates to the board's by-laws, which are contained in this manual, were approved at last month's meeting. The proposed changes/edits are mostly grammatical and are mostly to bring the manual current. The department has removed positions that are no longer relevant, removed services that are no longer offered, and has updated the record retention policy portion. Additionally, the department is proposing to remove Appendix A from the manual, as the appendix describes accounting procedures and the department would like to create an accounting procedure manual. Director, Lisa Marshall, commented that this manual is a fluid document and will be reviewed periodically.

Member, Jean Mueller, inquired if 2015 is the correct year of when the department first received national accreditation from the Public Health Accreditation Board. 2015 is when the department officially received accreditation status.

Motion to approve the changes to the Administrative Policy Manual by Beth Huddleston and seconded by Debbie Redford. There was no further discussion. The motion passes.

Director, Lisa Marshall, informed the board that after the changes have been made, the department will update the page numbers in the table of contents.

Member, Debbie Redford, requested to be sent a PDF copy of the manual after the changes have been made.

Van Wrap Quote: Director, Lisa Marshall, informed the board that the current wrap on the mobile unit is starting to deteriorate and that the company the department utilized to wrap the van is no longer in business. Lisa added that the department was going to bill this expense toward a grant; however, the department has maxed the billing of that particular grant and needs to include this expense as a maintenance item. The department received three quotes to replace the wrap and presented them to the board. The quotes were from Sho-Me Tint LLC, Perfect Signs, and Sunshine Signs. The board noted that only one quote mentions the cost to remove the existing wrap and that none of the received quotes mention a warranty. The board requested for the department to contact the vendors for more information and to include this agenda item on next month's agenda as unfinished business.

Fence Quote: Director, Lisa Marshall, informed the board that the department needs to secure the new storage building inside a fence and that this expense would be billed toward the ELC ED Expansion Grant. The received quotes were presented to the board. The presented quotes were from Dore Fence Company, Superior Financing, and Carnahan-White. Lisa commented that the department recommends accepting the bid from Dore Fence Company to ensure that the department does not exceed the prevailing wage threshold of \$75,000.

Motion to approve the quote from Dore Fence Company by Laurie Hayes and seconded by Beth Huddleston. There was no further discussion. The motion passes.

The board asked if the storage building has security cameras. A security camera has the storage building within its view and the department confirmed with the board that any potential valuable items have been secured inside the main office building.

Staffing Plan: Director, Lisa Marshall, presented the new staffing plan and organizational chart to the board. Lisa commented that these proposed changes are to address the department's expanding size and to provide support to the divisions. The most noticeable proposed change is to recognize environmental health and community outreach as their own two distinct divisions, each division with their own manager. This would remove the community outreach responsibilities from the existing environmental health and community outreach program manager position. The current community outreach specialist position would become the new community outreach manager position. Additionally, in order to add support to the environmental health division, which has increased in size by four inspectors within the past two months, the department is proposing the creation of a second environmental health coordinator position, which would be filled by a current environmental public health specialist. The other most noticeable difference is the creation of the health operations division, which would be comprised of all the support services, including human resources, finance, IT, maintenance, and operations. The existing human resources coordinator position would become the new Health Operations Manager position.

Motion to approve the new staffing plan and the new organizational chart by Laurie Hayes and seconded by Jean Mueller. There was no further discussion. The motion passes.

The board praised the changes, as the changes address the current needs of staff and reflect the department's planning for the future.

Division Reports

Division reports were emailed to members of the board prior to the meeting.

Member, Debbie Redford, recommended for the department to have its buildings and the contents appraised. Human Resource Coordinator, Tiffany Stevens, commented that she can contact the department's insurance broker, Higginbotham.

Chair, Heather Burney, asked if the number of inspections performed this year is average. Environmental Health and Community Outreach Program Manager, Kathryn Metzger, commented that the presented number is not a fair comparison to previous years, as the division currently has more staff than years previous and as many of these new staff members are currently training. Kathryn mentioned that she would be willing to share these numbers going forward.

Member, Debbie Redford, inquired if the pool inspectors are noticing a correlation between the time of their inspections and the chlorine levels. Staff have not actively studied these variables to determine if there is a correlation; however, the excessive heat and the number of swimmers will degrade the chemicals. Secretary/Treasurer, Laurie Hayes, commented that she has heard of facilities utilizing an enzyme to treat their pools to reduce the number of times the facility has to shock the water.

Chair, Heather Burney, shared that she was excited to learn how many of the department's WIC participants have received a voucher to use at participating local farmers' markets.

Announcements

Next board meeting is July 18, 2024 at 2:30 p.m. Director, Lisa Marshall, reminded the board that this meeting was scheduled one week earlier due to scheduling conflicts.

Director, Lisa Marshall, informed the board that she will be presenting the department's Annual Report to the City of Branson on July 9th.

Adjourn

Motion to adjourn at 3:30 p.m. by Laurie Hayes and seconded by Beth Huddleston. There was no discussion. The motion carries.

Minutes prepared by Lindsay Lawver, Executive Assistant